সংগ্রহেঃ মাহবুব অর রশিদ

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প্রায় প্রত্যেকটি ভাইবাতে ' Introduce yourself ' প্রশ্নটি করা হয় । আসুন আমরা এই প্রশ্নের উত্তরটি সর্বোৎকৃষ্ট সুন্দরভাবে দেওয়ার চেষ্টা করি ।

1. Gratitude (কৃতজ্ঞতা প্রকাশ করবেন) – দুইভাবে প্রকাশ

করতে পারেন-----

১। Thank you sir

২। Thank you sir for giving me the chance/opportunity to

say something about myself.

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2. Name (আপনার নাম বলবেন) – দুইভাবে বলতে

পারেন---

১। My name is Mohammad Mahbub Alam. (Md অথবা

অন্যকোনো সংক্ষিপ্ত রূপ উচ্চারণ করবেন না পুরোটা

বলবেন যেমন এক্ষেত্রে মোহাম্মাদ বলবেন)

২। I am Mohammad Mahbub Alam.

যেভাবে বলা উচিত হবে না

- Its Md. Mahbub Alam.

- This is Md. Mahbub Alam.

কারণ এগূলো informal, তাছাড়া এভাবে বললে একটা

অহংকারী এবং অভদ্র (মনে করতে পারেন) ভাব থাকে।

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3. Place (আপনি কোথা হতে তা বলেবেন)—দুইভাবে

বলতে পারেন-----

১। I am from Chandpur.

২। I belong to Chandpur.

বর্তমান অবস্থান বলার ক্ষেত্রে বলুন---

১। Currently/ At present I am living at Kafrul/Mirpur/Uttara.

(মোটামুটি একটা লম্বা সময় ধরে অবস্তান করে থাকলে)

২। Currently/ At present I am staying at Kafrul/Mirpur/

Uttara. (শুধু ভাইভা দিচ্ছেন বলে অবস্থান করে থাকেন)

যেভাবে বলা উচিত হবে না

I have come from Chandpur. (কারণ এটার অর্থ হল আপনি

এইমাত্র চাঁদপুর থেকে এসেছেন)

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4. Family Background (আপনার পরিবার সম্পর্কে

বলবেন)-----

As per my family background concerned, we are five

members in my family. We are three siblings and I am the

eldest/youngest (I am the 3rd/4th/5th). My father's name

is Mohammad Mofizul Islam. He is a farmer. My

mother's name is Momtaz. She is a home maker.

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5. Educational Qualifications (আপনার শিক্ষাগত যোগ্যতা

বলবেন)----

I obtained my Secondary School Certificate from Sharif

Ullah High School in 2001 and my Higher Secondary

Certificate from B.A.F. Shaheen College, Dhaka in 2003.

After that, I got myself admitted into Government Titumir

College, here I completed my graduation and post-

graduation in English.

(pass না বলে obtain বলবেন কারণ SSC/HSC (Secondary

School Certificate/ Higher Secondary Certificate) Certificate

pass করা যায় না, pass করা যায় Exam তাই এক্ষেত্রে

আপনি

obtain/achieve/earn/receive এই শব্দগুলো ব্যবহার করতে

পারেন। আর pass যদি বলতেই চান SSC/HSC এর পর Exam

কথাটি যুক্ত করুন)

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6. Professional Qualifications (If any) (কোনো

পেশাগত দক্ষতা অর্থাৎ কোনো প্রশিক্ষণ, কর্মশালা বা

অন্য কোনোভাবে আপনি কোনো বিষয়ে দক্ষ)---

After completing my Masters, I did a professional course

titled as 'Food & Beverage Service'/Hotel Management/

Supply Chain Management etc.

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7. Job/Working Experiences (If any) (চাকরি বা কাজের

অভিজ্ঞতা)--

Apart from that, I have some working experiences. I

worked at Banglalink as a Care line Officer and also

worked at Radisson Water Garden Hotel as a Front desk

Executive. Now I am working as a Deputy Project Manager

at ODITI.

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8. Achievements (If Any) (জীবনের যেকোনো

পর্যায়ে প্রাপ্ত কোনো বিশেষ অর্জন)

As a student I was really interested in various co-

curricular activities. When I was a student of BAF Shaheen

College I was an active member of my College debating

club. In fact, I was awarded as the best debater for the

year of 2002. In professional career, when I was in

Banglalink, I was awarded as member of the best care

line team for 2nd quarter of the year 2012.

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9. Hobbies/Interests (If any) (আপনার শখ বা বিশেষ

কোনো আগ্রহ)--

I have a great deal of interest in Music/Watching movies/

Playing cricket/Gardening/Cooking/Reading books etc.

And I love to play on a guitar whenever I get time.

(আপনার hobby না এরকম কোনো কিছুকে hobby বাড়তি

ভাব

নেওয়ার জন্য hobby বানিয়ে দেওয়া উচিত হবে না। এতে

বিপদ হতে পারে। যেমন আপনি বললেন আপনার hobby

হলো reading books এক্ষেত্রে ভাইভা বোর্ড

আপনাকে নানা রকন বইয়ের নাম বা বই সম্পর্কে প্রশ্ন

করতে পারে।)

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10. Human Attributes (আপনার মধ্যে থাকা মানবিক

গুণাবলী)--

As a personal note, I would like to say that I am a self-

motivated person with positive attitudes. I am looking for

a job where I can show my expertise and utilize my

capabilities in the best meaningful way.

Ending (সমাপ্তি)--

That's all about myself, sir. If you want to know anything

specific or anything else about me, I would be glad to

answer you.

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Points: 1. Name 2. Educational background (Mainly the recent

degrees – dept., University, result/CGPA/positions etc) 3.

Family background (number of family members, what do they

do etc) 4. Home district & current place 5. Work experience

(if have any) (workplace, duration etc) 6. Strength & skills 7.

Weakness* 8. Working ethics* 9. Hobbies* 10. Career

objective [You may skip 7,8,9 if you're ask to present your

personal account very shortly] Sample: [1] It’s my pleasure

to introduce myself in front of you. X [2] I’ve completed my

BBA and MBA degree from the Department of Finance &

Banking from X University obtaining CGPA 3.01 and 3.67

respectively. [3] There are five members in my family. My

father is a Businessman. My mother is a home-maker. My

younger Brother is still studying and my elder brother has

completed his education. [4] My home district is Barguna but

currently I’m living in Jurain, Dhaka. [5] At present, I’ve been

working as a lecturer in Saifur's since November 2015. It’s a

privatized self-financed organization. I also have experience in

publication, call center and counseling and I'm a phonetics

expect. [6] Talking about my strengths and skills, I am

innovative, hardworking and a quick learner. I can work

under pressure. I’m a computer literate. I’m good in

communication skill which enables me to convince people in

my favor through logical argument and critical discussion.

[7] I believe in working ethics. I maintain moral and social

values to the organization I work for. [8] But I have a

weakness as well. Although having good communication skill,

sometimes I find difficulties in maintaining proper

communication with my friends and relatives because when

I'm in a particular work I become so absorbed in it that I

forget the rest of the world. [9] My hobbies are watching

movies, signing and listening songs , playing guitar, writing

lyrics and writing term papers for literary publication. [10] I

am searching for a position that offers the most rewarding

atmosphere to bring out the best in me in order to utilize

the full measure of my potentiality so as to render my best

effort to the organization for growth and development and

to contribute to the society as well. That’s all.

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